

ATTENTION RENEWING INSTITUTIONS—FY 2009

The time to begin online entry of sponsor, center, and provider data is NOW. Delay could result in the system not being ready to accept your claims in November (for the October 2008 claim).

Each institution was sent a notification in early July and should be entering data online.

Quick Steps to the online data entry process:

1. Log on to the Division website at www.doe.state.in.us/food
2. Bookmark this site. It has all of the information you need for the contract renewal process
 - a. The CACFP website contains all of the materials we have normally sent in the contract packet, like income guidelines, rates of reimbursement, current parent letters, etc.
 - b. There are links to the CNPWeb® for data entry.
 - c. There are links to all of the contract renewal materials.
3. Click on the CNPWeb® and enter your USER ID and your password. Pick the CACFP PUZZLE PIECE.
4. Pick the CONTRACT YEAR 2009.
5. Click on APPLICATION and pick SPONSOR SUMMARY.
6. Click on the APPLICATIONS TAB.
7. The first thing you must do is click on ADD and enter all of the data for the sponsor information form. When the form is complete and accurate (no errors noted) you will hit the SUBMIT button. If errors are noted by the system, you must choose EDIT to correct the errors. View is just what is says; it lets you look at the data, but no changes are saved.
8. Next, go back to the APPLICATION TAB, and you will now be able to add center and/or provider information. When the forms are complete and accurate (no errors noted) you will hit the SUBMIT button. If errors are noted by the system, you must choose EDIT to correct the errors. View is just what is says; it lets you look at the data, but no changes are saved.
9. Return to the PACKET TAB, and you will see the list of required documents. These are to be downloaded, completed, and MAILED to the State Agency (see 2c above). Scroll down to the bottom of the page, and click to update the dates. *Enter the date you sent each required form to the State Agency. Hit SUBMIT.*
10. Return to the APPLICATION TAB, scroll to the bottom of the page. Click on the box that indicates you want to submit the packet to the State Agency for approval, and hit SUBMIT. Check back often for status updates.
11. Call the CACFP Helpline at 317-232-0850 or 800-537-1142 for assistance.

<p>FISCAL YEAR 2009 CACFP CONTRACT RENEWAL INFORMATION IS DUE BY AUGUST 29, 2008.</p>
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